

S E C R E T

6 October 1967

CS/HPM-2

MEMORANDUM FOR: All CS Officers Responsible for
CS Historical Papers

SUBJECT : Control of Completed CS Historical Papers

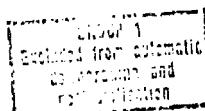
1. The purpose of this memorandum is to establish uniform control procedures for the handling of completed Clandestine Services histories.

2. That we are dealing with just about the most sensitive papers that the Clandestine Services produces is self-evident. Thus, it is incumbent upon us to make certain that all persons charged with the responsibility for historical papers have a uniform set of procedures for ensuring that they know at all times the location of each historical paper and that such papers are issued only on a need-to-know basis.

3. Thus, the following control procedure is promulgated for the use of all officers responsible for CS historical papers:

a. The responsible officer will have custody of all historical papers at all times, except when on loan, and will then know at all times who has the paper and where it is located. (This officer will be the chief of the

S E C R E T



S E C R E T

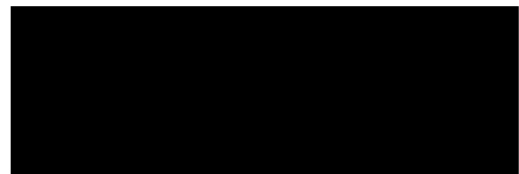
component concerned, or his designated representative.)

b. The responsible officer will determine whether the borrowing officer has a need to see any separate papers containing particularly sensitive information, usually known as "Volume Two". If in doubt, he will refer the decision to higher authority. When a decision is made to make Volume Two available, the same sign-out procedure described below should be followed.

c. The officer should prepare a folder containing a Circulation Log sheet (see attachment for sample log sheet) for each historical paper. This log sheet will contain the title and historical paper number, the date loaned, to whom loaned, purpose of loan, and date returned to the officer responsible for the control of the paper.

4. The report required by paragraph 3 c (11) of CSI 5-13 can be readily compiled from these Circulation Log sheets.

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Executive Secretary
CS Historical Board

Att:
Sample Log Sheet

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